



**PROJECT SAFETY INSPECTION CHECKLIST  
NJSDA FORM 2**

**INSTRUCTIONS:** This form should be completed by the Prime Contractor Safety Coordinator and Inspector on a daily basis. The subcontractor Foreman-in-Charge and/or Competent Person-in-Charge should complete it on a weekly basis. The completed form is given to the Prime Contractor for filing at site.

**Safety Manual reference sections are listed on last page of form.**

Date: \_\_\_\_\_ Inspection performed by: \_\_\_\_\_

Prime Contractor/subcontractor name: \_\_\_\_\_

Number of employees on site: \_\_\_\_\_ Trades on site: \_\_\_\_\_

Project name: \_\_\_\_\_ Project address: \_\_\_\_\_

Prime Contractor Foreman name: \_\_\_\_\_ Prime Contractor Safety Rep name: \_\_\_\_\_

Observations (X)	Satisfactory	Unsatisfactory	N/A	Remarks
Safety Orientation Attended				
JHAs Submitted/Signed Off				
Weekly Tool Box Safety Meetings Conducted				
<b>Subpart C - Emergency Evacuation Plan Reviewed; Muster Point Locations</b>				
<b>Subpart C - Housekeeping Compliance (Exterior)</b>				
<b>Subpart C - Housekeeping Compliance (Interior)</b>				
<b>Subpart D - First Aid Kit Available; Properly Stocked</b>				
<b>Subpart D - Adequate Lighting Available; Task Lighting Available</b>				
<b>Subpart D - Safety Manual &amp; HazCom Programs Submitted</b>				



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<b>Observations (X)</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>	<b>N/A</b>	<b>Remarks</b>
<b>Subpart E</b> - Personal Protective Equip Compliance				
<b>Subpart F</b> - Flammables/ Combust. Storage Compliance				
<b>Subpart F</b> - Adequate Fire Extinguisher Available, Tagged				
<b>Subpart G</b> - Proper OSHA Signs and Postings in Areas				
<b>Subpart I</b> - Hand & Power Tools				
<b>Subpart J</b> - Welding/Cutting & Hot Work Permits				
<b>Subpart K</b> - Lockout/ Tagout Compliance				
<b>Subpart K</b> - Temporary Lights and Power				
<b>Subpart K</b> - GFCI & Cord Inspection				
<b>Subpart L</b> - Scaffolds Compliant/Tagged				
<b>Subpart L</b> - Scissors & Aerial Lifts Inspected				
<b>Subpart M</b> - Perimeter/Fall Protection Compliance				
<b>Subpart M</b> - Interior Shafts/Holes Protected				
<b>Subpart N</b> - Hoists, Elevators Compliance				
<b>Subpart O</b> - Motor Vehicles/ Back-up Alarms Compliant				
<b>Subpart P</b> - Compliant Trenches/Excavations/Daily Reports				
<b>Subpart Q</b> - Concrete/ Masonry Compliance; Walls Properly Braced				
<b>Subpart R</b> - Steel Erection Compliance				



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Observations (X)	Satisfactory	Unsatisfactory	N/A	Remarks
<b>Subpart T</b> - Demolition Compliance; Survey/Plan On-Site				
<b>Subpart X</b> - Proper Use of Ladders				
<b>Subpart Z</b> - Asbestos - Plan/Permit On-Site. Silica Dust Standard – Required Plan On-Site				
<b>Subpart AA</b> - Confined Space Entry; Plan On-Site. 4-Gas Meter On-Site/ Calibrated				
<b>Subpart CC</b> - Cranes Compliance				

Comments:

Inspector's name: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's signature: \_\_\_\_\_

Prime Contractor's name: \_\_\_\_\_ Date: \_\_\_\_\_

Prime Contractor's Signature: \_\_\_\_\_

(Optional)

NJSDA Field Compliance Inspector's name: \_\_\_\_\_ Date: \_\_\_\_\_

NJSDA Field Compliance Inspector's signature: \_\_\_\_\_

**Safety Manual reference section(s) and page(s):**

Page 10, 3.3 Prime Contractor Safety Coordinator and Inspector Responsibilities, item # 7.

Page 15, 7 Job Site Inspections.